DOCUMENT RESUME

ED 297 744 IR 052 416

AUTHOR Barnes, Joseph W.
TITLE Practical and Effective Point-of-Use Library Guides from the Oscar A. Silverman Undergraduate Library, State University of New York at Buffalo.
PUB DATE [88]
NOTE 33p.
PUB TYPE Guides - Non-Classroom Use (055)

EDRS PRICE MF01/PC02 Plus Postage.
DESCRIPTORS Abstracts; *College Libraries; Higher Education; *Indexes; *Information Seeking; *Library Guides; Library Instruction; *Library Services; Reference Materials; Undergraduate Students; User Needs (Information); Word Processing

ABSTRACT

Arguing that providing instruction in the use of common indexes and abstract services is one of the most repetitious, most important, yet most time-consuming activities of the college reference librarian, this guide notes reasons why students fail to take full advantage of currently available guides to the use of common indexes and abstract services. These reasons include such common faults as illegibility, wordiness, and the use of jargon. Ways in which good printed guides can help reduce repetitious tasks and supply a vital supplement to group and individual instruction are then described. Offered here is a new series of 17 point-of-use guides which were created at the Oscar A. Silverman Undergraduate Library, State University of New York at Buffalo, to overcome the aforementioned objections and to teach undergraduate students how to access basic information sources. Suggested as models of legibility and user-friendliness, these guides exclude extraneous information, supplying the minimal amount of information required to make effective use of a printed index. Instructions in their use are free of specialized vocabulary and guide the user in a step-by-step fashion. The introduction offers advice on instructional uses for such guides and on the mechanical details of their production. The 17 guides constitute the major part of the document. (Author/CGD)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☐ This document has been reproduced as received from the person or organization originating it.
☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

Practical and Effective Point-of-Use Library Guides from the Oscar A. Silverman Undergraduate Library State University of New York at Buffalo

by Joseph W. Barnes, Assistant Librarian

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY
Joseph W. Barnes

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

ED297744

Introduction

Instruction in the use of common indexes and abstract services* is one of the most repetitious and most important activities of the college reference librarian. Although librarians attempt to provide much of this instruction in classrooms, they inevitably consume a great deal of time at and near the reference desk in supplying individual guidance in the use of indexes.

Good printed guides to the use of indexes can help reduce repetitious tasks and supply a vital supplement to group and individual instruction. The indexes themselves generally supply well thought-out directions at the front of each volume, but how many students take full advantage of them? How many students, for that matter, take the time to bother with either the locally-produced or commercial guides which librarians have painstakingly attached with tape, string, or glue to the index tables? Taking a critical view of the old guides, who can blame them?

IR053414

* For present purposes, "indexes" are meant as all the printed indexing and abstract services, including not only the H.W. Wilson products, but also specialized series such as Psychological Abstracts, Public Affairs Information Service Bulletin, America: History and Life, and the Journal of Economic Literature.

The point-of-use index guides found in most libraries suffer from several common faults. They may be difficult to read or nearly illegible for physical reasons, having been reproduced on inappropriate colored paper in the first place and having suffered wear and tear. They may contain poorly executed graphics (such as too many, too few, or improperly located arrows). Dense printing or a busy format deters the user who is in a hurry.

Wordiness infects such guides. Too often, point-of-use guides supply more information than is necessary for a quick grasp of the function of an index. A notable example of unnecessary detail consists of precise information on the publication frequency of an index and its multi-volume cumulations--information which is often available on the spines of the volumes in front of the user.

This Series of Guides

Offered here is a series of point-of-use guides created to overcome the objections outlined above. The Oscar A. Silverman Undergraduate Library of the State University of New York at Buffalo is a separate unit within a library system serving a very large state university center with about 18,000 undergraduates. Founded in 1974, the Silverman Library is based on the Stanford model, and provides the bulk of library instruction to the university's undergraduates. One of its major missions is to teach beginning students how to access basic information sources.

In 1987, when the faculty of the Silverman Library decided to overhaul its point-of-use guides, the criteria for the new series reflected the Library's strong committment toward, and experience with, undergraduate education. We composed guides with these purposes in mind:

1) to supply an uncluttered and "user-friendly" appearance;

2) to supply the minimal amount of information required to make effective use of a printed index;

3) to write instructions free of specialized vocabulary which would guide the user in a step-by-step fashion through the actual **function** of the index at hand.

The step-by-step format of the new guides discards headings such as "Purpose and Scope" and "Organization" and replaces them with phrases such as "What Is It?" and "How Do I Use It?"

Mechanics and Details

The new guides were composed with ordinary word processing euipment, and produced on a good quality daisy wheel printer. Word processing permitted frequent adjustments in layout to secure an uncrowded appearance, even though a goal was to produce guides occupying no more than a single side of a standard (8 1/2" x 11") sheet of paper for the simple periodical indexes, and no more than two or three sides for the most complex index and abstract services.

Graphics for this project consisted of xerographic reproductions of sections of the indexes, along with arrows to point out functional parts of the index and boxes to highlight

important concepts. A copying machine capable of variable enlargement increased the legibility of some excerpts, where space in the guide permitted. Rubber cement was used to attach the excerpts to the guide copy. When rubber cement is used wet, minor alignment of paper parts is possible. The arrows and boxes were produced with a Pilot Razor Point (tm) felt pen and Prestype (tm) transfers. Overnight drying of the rubber cement is advisable before drawing arrows; traces of solvent in the paper will cause ink to "feather."

More Than Point-Of-Use

As point-of-use instructions, these guides are reproduced on white paper and laminated to the Library's index tables. They are also reproduced in quantity on unobtrusive colored paper (buff, light yellow, etc.) for use as handouts in bibliographic instruction. Librarians have also used white copies as originals for acetate transparencies. Interesting variations of the guides, for classroom use, have been created by blanking out sections of masters with correction fluid. Having students write in completions of their handout guides is a simple --but effective-- instructional technique.

Conclusion

Traditional point-of-use guides in academic libraries suffer from a number of common faults which limit their effectiveness. The Oscar A. Silverman Undergraduate Library, at the State University at Buffalo, introduced a series of new guides in 1987-

1988. The seventeen guides which form the body of this document are offered to the profession for possible application, in whole or part, at other institutions. Although the Silverman Library made no attempt to quantify results from the introduction of new point-of-use guides, we are confident that the new series of guides met our criteria for legibility, brevity, and functional guidance. Perhaps librarians at another location will wish to take up the task of measuring results from the introduction of improved guides.

Acknowledgements

The author is extremely grateful to his colleagues for their advice and assistance throughout the planning and execution of this project. Thanks is especially given to Margaret R. Wells, Head of Bibliographic Instruction at the Silverman Library, for her oversight of the project and many editorial suggestions. Other faculty of the UGL, who supplied valuable input, are Beverly Feldman, Head of Reference; Wilma Reid Cipolla, Director; Leslie A. Werner; and Mary Ellen Heim. Others, who joined the Library while the project was underway, are Glendora Cooper, and Graduate Assistants Ellen Mancuso and Melissa Shafer.

USING AMERICA: HISTORY & LIFE (AHL)

What Does It Cover?

America: History and Life is an abstracting and indexing service which covers United States and Canadian history and culture, very broadly defined. It screens about 2,000 journals and publishes abstracts (summaries) of significant articles. It also indexes reviews of books in 130 journals (selectively covering books with multiple authorship) and inserts general descriptions of small, regional, and special-interest periodicals. AHL indexes its own abstracts and journal book reviews, not the original works.

AHL has covered current historical literature (on prehistory to the present) since the beginning of its publication in 1964. Volume "0" covers literature which appeared 1954-1963 (but is limited, in historical period covered, to 1775-1945).

How Is It Organized?

AHL can seem complicated. It is published in four parts:

Part A: Article Abstracts and Citations

Part A is the main body of AHL, containing abstracts of periodical articles. It is arranged by broad subject areas; each issue of Part A, which is published three times a year, also contains separate subject and author indexes.

Part B: Index to Book Reviews

Part B is published twice a year. The locations of reviews of new books are listed alphabetically by author's name. Each issue also contains separate indexes of book titles and of reviewers.

Part C: American History Bibliography (Books, Articles, and Dissertations)

Part C is an annual volume which lists not only the sources in Parts A & B, but also new doctoral dissertations. It is arranged in broad subjects and by author's name within subject areas. Only minimal publication and location information is given. (For summaries of dissertations, consult Dissertations Abstracts International, Lockwood Library, Ref Z 5053 .D57.)

Part D: Annual Index

Part D, the annual master index to AHL, contains an exhaustive subject index and also author, book title, and book reviewer indexes.

CONTINUED ------>

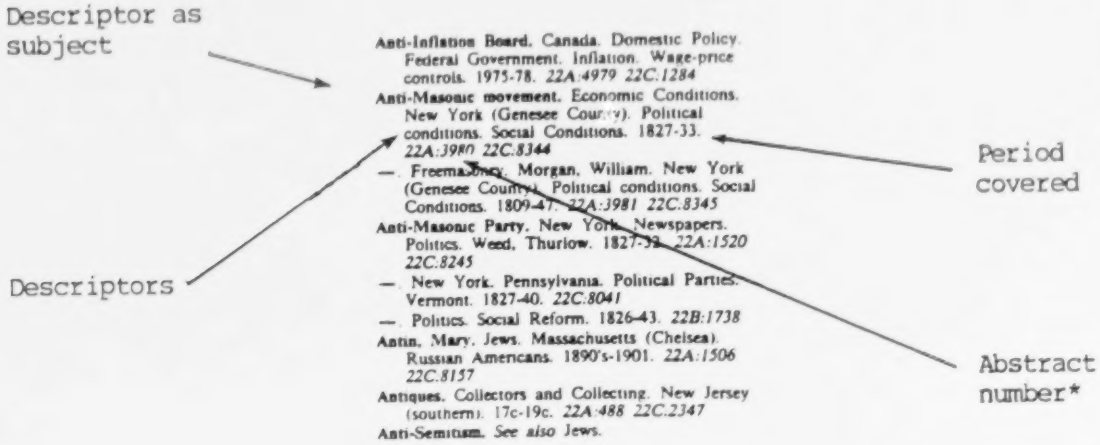
How Do I Use It?

The description of AHL suggests several ways it can be used in historical research. For example, Part C: American History Bibliography, can be used in the preparation of comprehensive lists of sources in a broad subject area. Part B: Index to Book Reviews is useful for locating critical evaluations of books.

The most common use for AHL is finding articles which may have appeared at different times and in many different journals. The subject section of each Annual Index (and of the cumulated five-year indexes) is an alphabetical list of subjects with entries that identify relevant abstracts.

---> Look Under the Subjects of Interest to You <---

Suppose, for example, that you were interested in publications on the Anti-Masonic movement. Looking in the subject section of the 1985 Annual Index, you will find these entries:


Descriptor as subject
Descriptors
Period covered
Abstract number*
Anti-Inflation Board. Canada. Domestic Policy. Federal Government. Inflation. Wage-price controls. 1975-78. 22A:4979 22C:1284
Anti-Masonic movement. Economic Conditions. New York (Genesee County). Political conditions. Social Conditions. 1827-33. 22A:3980 22C:8344
— Freemasonry. Morgan, William. New York (Genesee County). Political conditions. Social Conditions. 1809-47. 22A:3981 22C:8345
Anti-Masonic Party. New York. Newspapers. Politics. Weed, Thurlow. 1827-33. 22A:1520 22C:8245
— New York. Pennsylvania. Political Parties. Vermont. 1827-40. 22C:8041
— Politics. Social Reform. 1826-43. 22B:1738
Antin, Mary. Jews. Massachusetts (Chelsea). Russian Americans. 1890's-1901. 22A:1506 22C:8157
Antiques. Collectors and Collecting. New Jersey (southern). 17c-19c. 22A:488 22C:2347
Anti-Semitism. See also Jews.

---> A Useful Tip <---

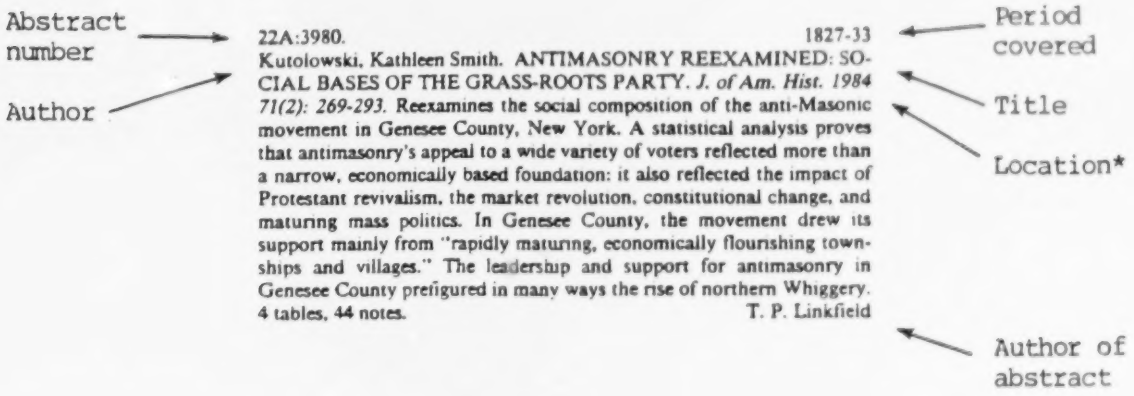
AHL's subject index is "rotated." Several words or phrases ("descriptors") are assigned to each indexed item. The same abstract number will appear under each descriptor in several places in the index as its string of descriptors is rotated. Paying attention to other descriptors assigned to an abstract may help you broaden or narrow your search.

* Item 22A:3980 is abstract number 3980 in Volume 22 of Part A.

CONTINUED ----->

---> Copy the Entries for Relevant Articles <---

After you have listed one or several abstract numbers, turn to Part A and consult the abstracts. Here is an example:


Abstract number
Author
22A:3980. 1827-33
Kutolowski, Kathleen Smith. ANTIMASONRY REEXAMINED: SOCIAL BASES OF THE GRASS-ROOTS PARTY. J. of Am. Hist. 1984 71(2): 269-293. Reexamines the social composition of the anti-Masonic movement in Genesee County, New York. A statistical analysis proves that antimasonry's appeal to a wide variety of voters reflected more than a narrow, economically based foundation: it also reflected the impact of Protestant revivalism, the market revolution, constitutional change, and maturing mass politics. In Genesee County, the movement drew its support mainly from "rapidly maturing, economically flourishing townships and villages." The leadership and support for antimasonry in Genesee County prefigured in many ways the rise of northern Whiggery. 4 tables, 44 notes. T. P. Linkfield
Period covered
Title
Location*
Author of abstract

The purpose of the abstract is to permit quick assessment of whether or not the original work suits your research needs. The next step is finding the article on which the abstract is based.

How Do I Locate Articles?

To locate journal articles, consult the Library's UNION LIST OF SERIALS--look for the sign and the microfiche machines near the card catalog. The UNION LIST supplies holdings and location information for journals in all the UB Libraries.

---> More Tips <---

Near the front of each issue of Part A there is a list of abbreviations and a helpful User's Guide.

For additional advice on how America: History and Life works, read the User's Guide, or ask the librarian at the Reference/Information Desk.

* The article abstracted here was published in the Journal of American History, 1984, Volume 71, Number 2, pages 269 to 293.

USING THE BIOGRAPHY INDEX

What Does It Cover?

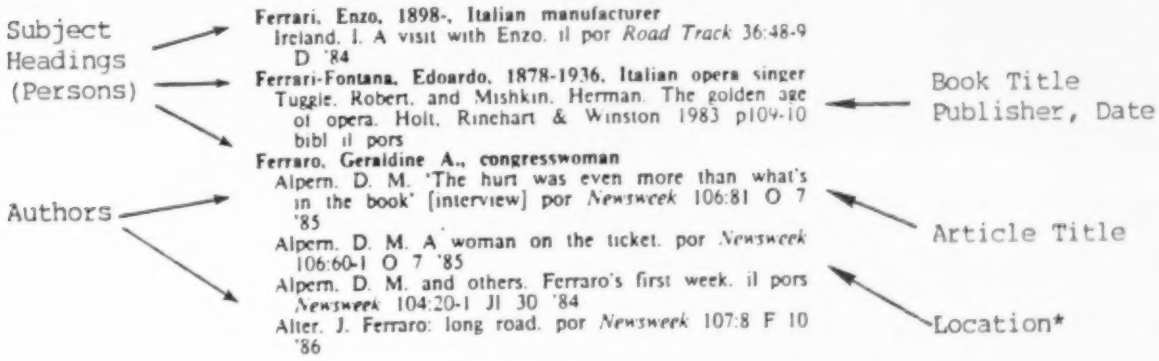
The Biography Index (BI) provides access to information about the lives of persons, living and dead, which has been published in books, magazines, and journals. The coverage for magazines and journals, some 2,600 titles, is very broad. BI covers biographical information without respect to geographical or national boundaries. However, since it is limited to English-language sources, an emphasis on North American and British persons is to be expected.

BI appears quarterly and in annual and multi-year cumulated volumes. It has been published since 1946.

How to Use It

The main section of BI is arranged alphabetically, by persons' names:

Sample Entries, BI 1984-86


Subject Headings (Persons)
Authors
Book Title Publisher, Date
Article Title
Location*
Ferrari, Enzo, 1898-, Italian manufacturer
Ireland, I. A visit with Enzo. il por Road Track 36:48-9 D '84
Ferrari-Fontana, Edoardo, 1878-1936, Italian opera singer
Tuggle, Robert, and Mishkin, Herman. The golden age of opera. Holt, Rinehart & Winston 1983 p109-10 bibl il pors
Ferraro, Geraldine A., congresswoman
Alpern, D. M. 'The hurt was even more than what's in the book' [interview] por Newsweek 106:81 O 7 '85
Alpern, D. M. A woman on the ticket. por Newsweek 106:60-1 O 7 '85
Alpern, D. M. and others. Ferraro's first week. il pors Newsweek 104:20-1 Jl 30 '84
Alter, J. Ferraro: long road. por Newsweek 107:8 F 10 '86

A second section of BI, not often used, lists people by occupational and other categories.

How to Locate Publications

To locate journal articles, first consult the list of journal name abbreviations at the front of BI; then check the Library's UNION LIST OF SERIALS--look for the sign and the microfiche machines near the card catalog. The UNION LIST supplies holdings and location information for journals in all the UB Libraries. To locate books, use the card catalog. The UGL's collection is small, and you may need to use Lockwood Library to find specialized works.

* The article, "A Woman on the Ticket," by D. M. Alpern, is found in Newsweek, Volume 106, October 7, 1985, on pages 60-61.

USING THE BOOK REVIEW INDEX

What Does It Cover?

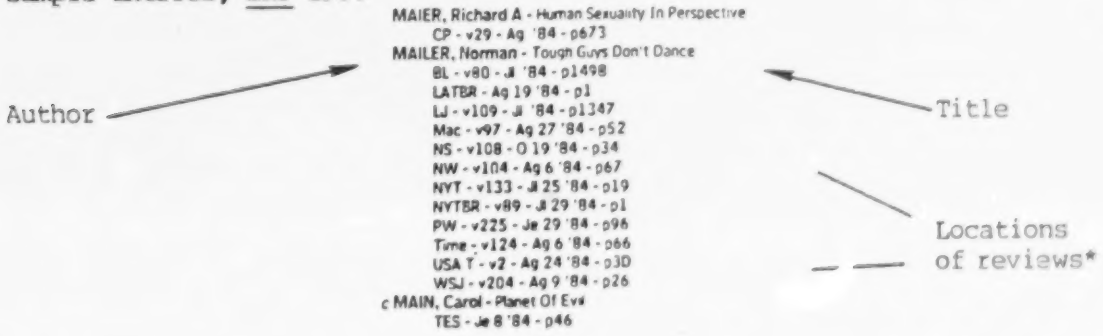
The Book Review Index (BRI) supplies the locations for reviews of books in all fields, including fiction and non-fiction. Since BRI is partly aimed at librarians, it encompasses literature for youth and children, reference books, and reviews of periodicals.

BRI is published six times a year, with annual cumulations. BRI covers reviews in over 400 publications, and has been published since 1965.

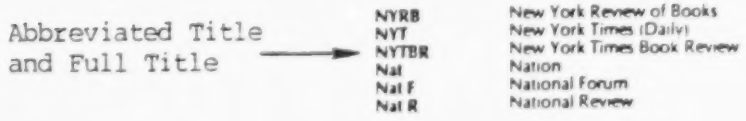
How to Use It

Magazines and journals carrying reviews are assigned abbreviation codes and listed in a "Publications Indexed" section at the front of each issue of BRI. Review locations are found beneath authors' names. If you know the title, but not the author, use the "Title Index" at the back of each issue.

Sample Entries, BRI 1984


MAIER, Richard A - Human Sexuality In Perspective
CP - v29 - Ag '84 - p673
MAILER, Norman - Tough Guys Don't Dance
BL - v80 - Jl '84 - p1498
LATBR - Ag 19 '84 - p1
LJ - v109 - Jl '84 - p1347
Mac - v97 - Ag 27 '84 - p52
NS - v108 - O 19 '84 - p34
NW - v104 - Ag 6 '84 - p67
NYT - v133 - Jl 25 '84 - p19
NYTBR - v89 - Jl 29 '84 - p1
PW - v225 - Je 29 '84 - p96
Time - v124 - Ag 6 '84 - p66
USA T - v2 - Ag 24 '84 - p3D
WSJ - v204 - Ag 9 '84 - p26
c MAIN, Carol - Planet Of Eve
TES - Je 8 '84 - p46
Author
Title
Locations of reviews*

Turn to the "Publications Indexed" list at the beginning of BRI for the name of the publication where the review is located.


Abbreviated Title and Full Title
NYRB New York Review of Books
NYT New York Times (Daily)
NYTBR New York Times Book Review
Nat Nation
Nat F National Forum
Nat R National Review

How to Locate Reviewing Journals

To locate the reviews, first consult the list of abbreviations at the front of BRI; then check the Library's UNION LIST OF SERIALS--look for the sign and the microfiche machines near the card catalog. The UNION LIST supplies holdings and location information for journals in all the UB Libraries. A large number of reviews located through the BRI can be obtained in the Undergraduate Library.

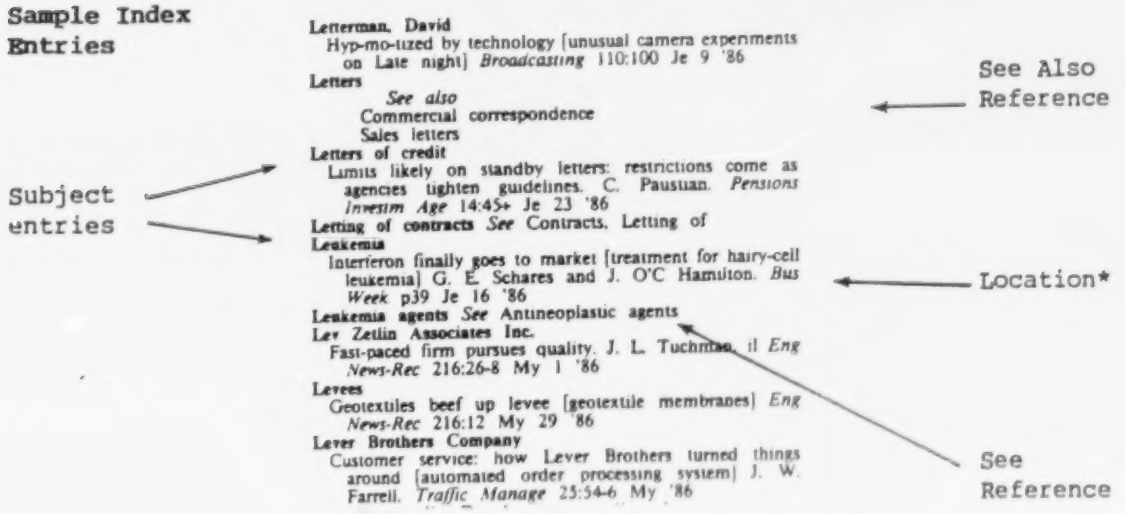
* For example, a review of Tough Guys Don't Dance is found in the New York Times Book Review, July 29, 1984, on page 1.

USING THE BUSINESS PERIODICALS INDEX

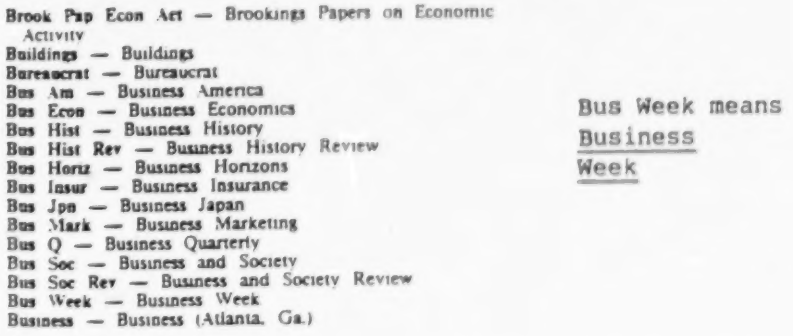
What Does It Cover?

The Business Periodicals Index (BPI) is a subject index to articles published in about 270 magazines and journals. The list of indexed periodicals is printed at the beginning of each BPI issue. BPI emphasizes finance, business technology, and economics.

Sample Index Entries


Letterman, David
Hyp-mo-tized by technology [unusual camera experiments on Late night] Broadcasting 110:100 Je 9 '86
Letters
See also
Commercial correspondence
Sales letters
Letters of credit
Limits likely on standby letters: restrictions come as agencies tighten guidelines. C. Pausuan. Pensions Investm Age 14:45+ Je 23 '86
Letting of contracts See Contracts, Letting of
Leukemia
Interferon finally goes to market [treatment for hairy-cell leukemia] G. E. Schares and J. O'C Hamilton. Bus Week p39 Je 16 '86
Leukemia agents See Antineoplastic agents
Lev Zetlin Associates Inc.
Fast-paced firm pursues quality. J. L. Tuchman. il Eng News-Rec 216:26-8 My 1 '86
Levees
Geotextiles beef up levee [geotextile membranes] Eng News-Rec 216:12 My 29 '86
Lever Brothers Company
Customer service: how Lever Brothers turned things around [automated order processing system] J. W. Farrell. Traffic Manage 25:54-6 My '86
See Also Reference
Subject entries
Location*
See Reference

To locate an article that interests you, first look at the list of periodical abbreviations found at the beginning of the BPI.


Brook Pap Econ Act — Brookings Papers on Economic Activity
Buildings — Buildings
Bureaucrat — Bureaucrat
Bus Am — Business America
Bus Econ — Business Economics
Bus Hist — Business History
Bus Hist Rev — Business History Review
Bus Horiz — Business Horizons
Bus Insur — Business Insurance
Bus Jpn — Business Japan
Bus Mark — Business Marketing
Bus Q — Business Quarterly
Bus Soc — Business and Society
Bus Soc Rev — Business and Society Review
Bus Week — Business Week
Business — Business (Atlanta, Ga.)
Bus Week means Business Week

See if the periodical is in the Undergraduate Library collection. A list is posted near the Business Periodicals Index. Consult the Library's UNION LIST OF SERIALS on microfiche for other UB locations of periodicals. (The microfiche machines are near the card catalog.) For additional help, read the introductory paragraphs in the Business Periodicals Index, or ask the librarian at the Reference/Information Desk.

* The article indexed here is found in Business Week, June 16, 1986, page 39.

USING THE EDUCATION INDEX

What Does It Cover?

The Education Index is a subject and author index to articles on education published in over 300 magazines and journals. The list of indexed periodicals, which changes over time, is printed at the beginning of each issue. Education Index also contains some entries for books and yearbooks. Education Index has been published since 1929, but the Undergraduate Library's holdings begin in 1947.

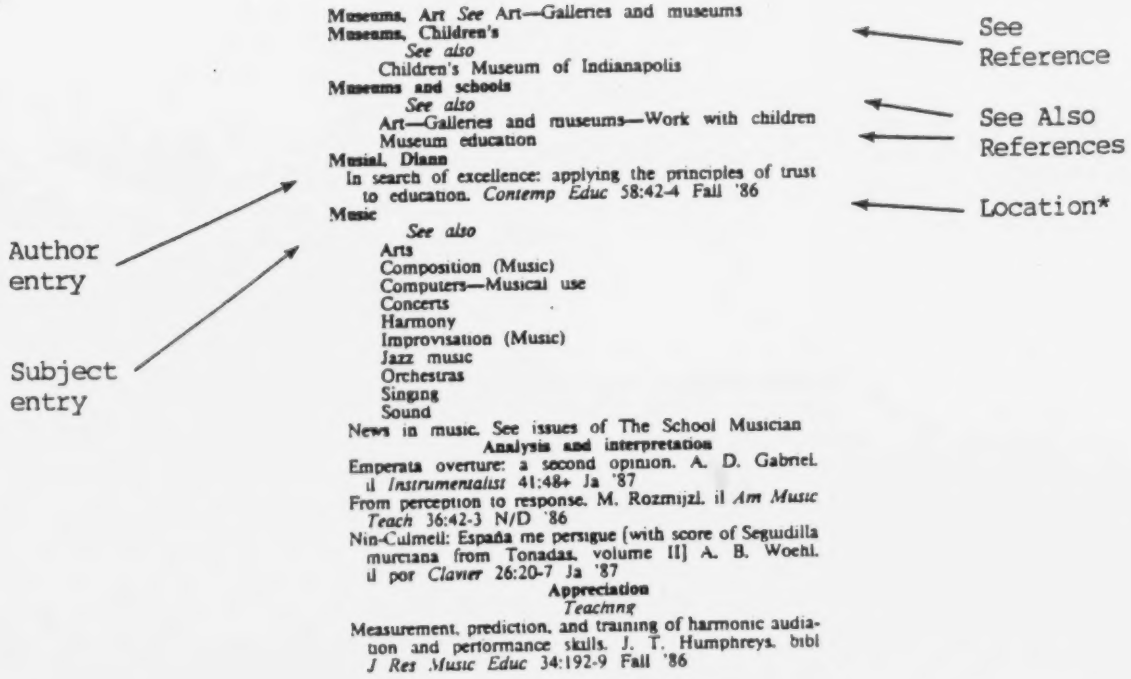
Subjects covered in the Education Index include:

Administration	Teacher education	Vocational education
Pre-school	Elementary, Junior and Senior High School education	Counseling
Methods		Fine Arts education
English	Social Studies	Audio-visual work
Mathematics	Science	Psychology (Mental health)
Educational research	Special education	Health and Physical education
Multi-cultural education	Religious education	Library and Information Science

How Do I Use It?

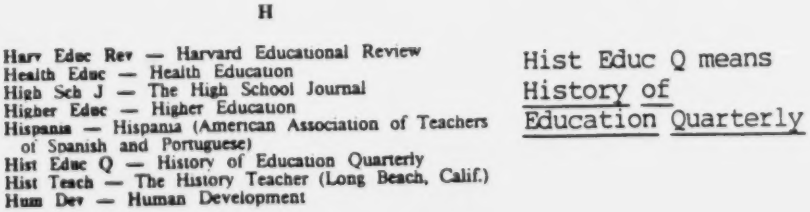
Author entries are sometimes useful, when you are seeking a known item. More often, you will be interested in finding articles and other material by searching under relevant subjects. Education Index uses a system of subjects and subheadings with numerous "See" references (for equivalent terms) and "See also" references (for related terms), similar to the one used in Readers' Guide.

Sample Index Entries


Museums, Art See Art—Galleries and museums
Museums, Children's
See also
Children's Museum of Indianapolis
Museums and schools
See also
Art—Galleries and museums—Work with children
Museum education
Musial, Diann
In search of excellence: applying the principles of trust to education. Contemp Educ 58:42-4 Fall '86
Music
See also
Arts
Composition (Music)
Computers—Musical use
Concerts
Harmony
Improvisation (Music)
Jazz music
Orchestras
Singing
Sound
News in music. See issues of The School Musician
Analysis and interpretation
Emperata overture: a second opinion. A. D. Gabriel. il Instrumentalist 41:48+ Ja '87
From perception to response. M. Rozmijzl. il Am Music Teach 36:42-3 N/D '86
Nin-Culmell: España me persigue [with score of Seguidilla murciana from Tonadas, volume II] A. B. Woehl. il por Clavier 26:20-7 Ja '87
Appreciation
Teaching
Measurement, prediction, and training of harmonic audiation and performance skills. J. T. Humphreys. bibl J Res Music Educ 34:192-9 Fall '86
See Reference
See Also References
Location*
Author entry
Subject entry

How Do I Find the Sources?

To locate an article that interests you, first consult the list of periodical abbreviations found at the beginning of the Education Index.


H
Harv Educ Rev — Harvard Educational Review
Health Educ — Health Education
High Sch J — The High School Journal
Higher Educ — Higher Education
Hispania — Hispania (American Association of Teachers of Spanish and Portuguese)
Hist Educ Q — History of Education Quarterly
Hist Teach — The History Teacher (Long Beach, Calif.)
Hum Dev — Human Development
Hist Educ Q means History of Education Quarterly

To locate journal articles, consult the Library's UNION LIST OF SERIALS--look for the sign and the microfiche machines near the card catalog. The UNION LIST supplies holdings and location information for journals in all the UB Libraries.

For additional help, read the introductory paragraphs in the Education Index, or ask the librarian at the Reference/Information Desk.

* The article indexed here is found in Contemporary Education, Volume 58, pages 42 to 44, published Fall 1986.

USING THE ESSAY AND GENERAL LITERATURE INDEX

What Does It Cover?

The Essay and General Literature Index (Essay Index) is a detailed index by subject, author, and a few titles, to articles and essays published in collections and "miscellaneous works." A list of the publications covered appears with each issue. Essay Index has been published since 1934, when a large restropective volume covering 1900-1933 was issued.

How Do I Use It?

Note the different ways of finding works by an author, works about an author, and criticism of an author's works:

1. Author's works

   Gielgud, Sir John, 1904-

   Tradition, style, and the Shakespearean actor today. (*In* William Shakespeare: his world, his work, his influence; ed. by J. F. Andrews v3 p823-30)

2. Works about the author are listed under the heading About

   Dickinson, Emily, 1830-1886

   About

   Bloom C. The grammar of generation and the mark of self-making; a short analysis of the grammatical mark in the poetry of John Donne, Shakespeare and Emily Dickinson. (*In* Bloom, C. The 'occult' experience and the new criticism p1-11)

3. Criticism of an author's individual works is given under the heading **About individual works**

   Ellison, Ralph

   About individual works

   Invisible man

   Campbell, J. Retreat into self: Ralph Ellison's Invisible man and James Baldwin's Go tell it on the mountain. (*In* Campbell, J. Mythic black fictions p87-110)

(Reproduced from Essay Index. N.Y., Wilson, June 1987.)

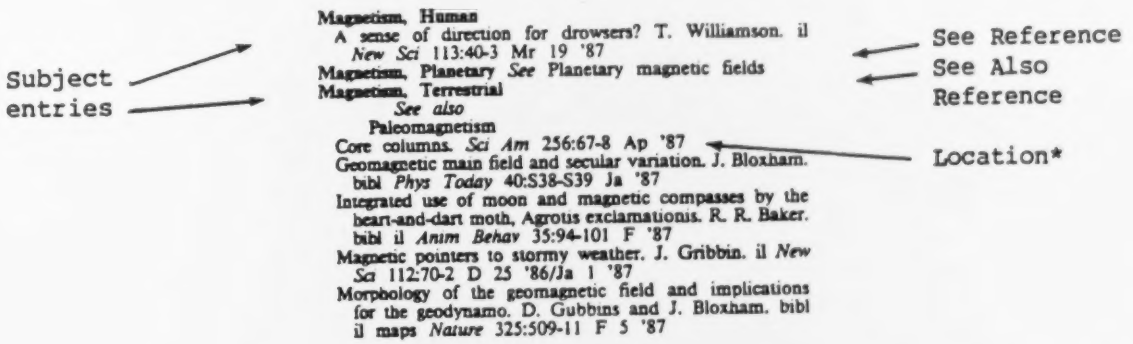
For additional help, read the introductory paragraphs in Essay Index, or ask the librarian at the Reference/Information Desk.

UCI SUMMER 198-

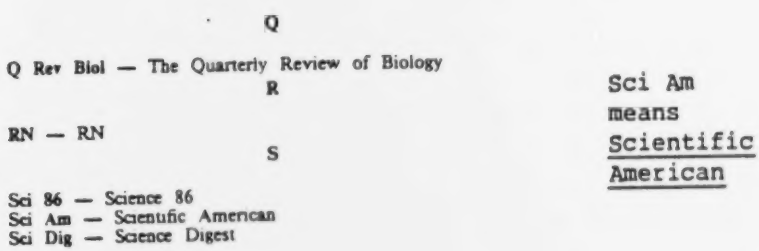
What Does It Cover?

The General Science Index (GSI) is a subject index to articles in English published in about 90 scientific magazines and journals. The list of indexed periodicals is printed at the beginning of each issue. GSI emphasizes non-specialist material in a wide variety of subject areas, including astronomy, biology, botany, chemistry, earth sciences, medicine, physics, and zoology.

Sample Index Entries


Subject entries
Magnetism, Human
A sense of direction for drowsers? T. Williamson. il *New Sci* 113:40-3 Mr 19 '87
Magnetism, Planetary *See* Planetary magnetic fields
Magnetism, Terrestrial
See also
Paleomagnetism
Core columns. *Sci Am* 256:67-8 Ap '87
Geomagnetic main field and secular variation. J. Bloxham. bibl *Phys Today* 40:S38-S39 Ja '87
Integrated use of moon and magnetic compasses by the heart-and-dart moth, Agrotis exclamationis. R. R. Baker. bibl il *Anim Behav* 35:94-101 F '87
Magnetic pointers to stormy weather. J. Gribbin. il *New Sci* 112:70-2 D 25 '86/Ja 1 '87
Morphology of the geomagnetic field and implications for the geodynamo. D. Gubbins and J. Bloxham. bibl il maps *Nature* 325:509-11 F 5 '87
See Reference
See Also Reference
Location*

To locate an article that interests you, first consult the list of periodical abbreviations found at the beginning of each issue or volume.



See if the periodical is in the Undergraduate Library collection. A list is posted near the GSI. Consult the Library's UNION LIST OF SERIALS on microfiche for other UB locations of periodicals. (The microfiche machines are near the card catalog.) For additional help, read the introductory paragraphs in GSI, or ask the librarian at the Reference/Information Desk.

* The article indexed here is found in Scientific American, Volume 256, pages 67 to 68, published April 1987.

USING HISTORICAL ABSTRACTS (HA)

What Subjects Does It Cover?

Historical Abstracts is an abstracting and indexing service which covers almost all branches of world history since 1450. Subjects include political, diplomatic, military, economic, social, cultural, religious, and intellectual history, along with the history of science, technology, and medicine. Other fields, such as (but not limited to) anthropology, political science, psychology, literature, and philosophy, are covered when these disciplines are presented in an historical context. The study of history itself (historiography, archival matters, etc.) is another subject covered by HA.

The United States and Canada are excluded, beginning with the issues published in 1964, when the companion series, America: History and Life, began publication.

How Is It Organized?

HA is a quarterly, published in two parts:

- o Part A, Modern History Abstracts, covers 1450-1914
- o Part B, Twentieth Century Abstracts, covers 1914-present

(Before 1971, HA was not divided into Parts A and B.)

Within each part, Sections are devoted to separate geographic areas and nations, and these may be further subdivided by chronological period. Consult the Table of Contents for details.

What Publications Does It Cover?

HA contains abstracts and shorter annotations of selected articles from nearly 2,000 journals from more than 80 countries in almost 40 languages. However, except for titles (which also appear in translation), HA is published in English.

HA also contains publication information on books and dissertations, without commentary.

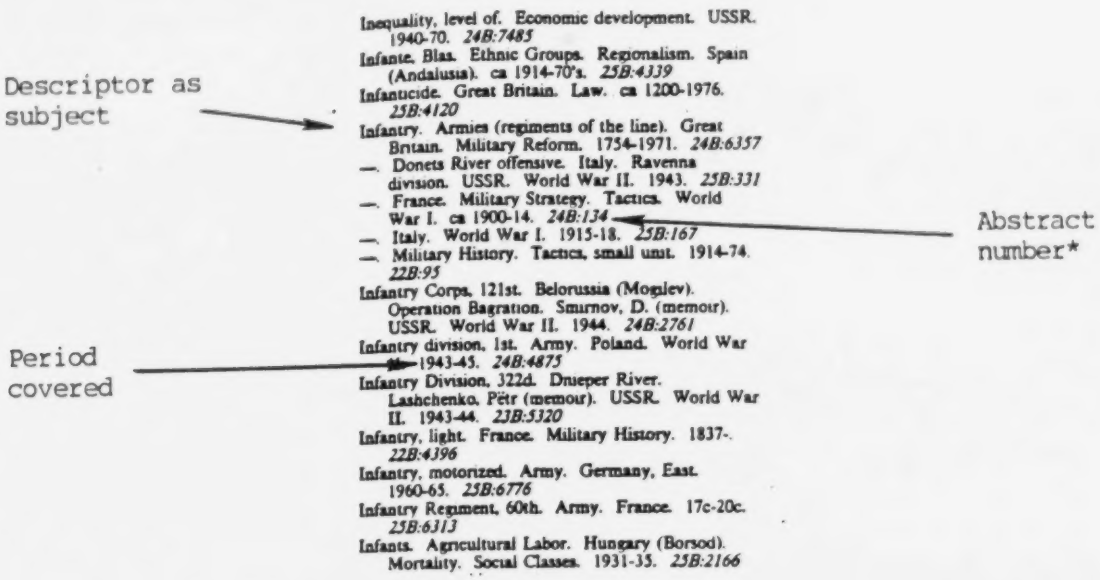
CONTINUED ------>

How Do I Use It?

Each issue of HA contains a Subject Index, and there are Annual and Five Year Indexes as well.

---> Look Under the Subjects of Interest to You <---

Suppose, for example, that you were interested in publications on infantry tactics in World War I. Looking in the Five Year Index 1975-1979, Part B, you will find these entries:


Descriptor as subject
Abstract number*
Period covered
Inequality, level of. Economic development. USSR. 1940-70. 24B:7485
Infante, Blas. Ethnic Groups. Regionalism. Spain (Andalusia). ca 1914-70's. 25B:4339
Infanticide. Great Britain. Law. ca 1200-1976. 25B:4120
Infantry. Armies (regiments of the line). Great Britain. Military Reform. 1754-1971. 24B:6357
—. Donets River offensive. Italy. Ravenna division. USSR. World War II. 1943. 25B:331
—. France. Military Strategy. Tactics. World War I. ca 1900-14. 24B:134
—. Italy. World War I. 1915-18. 25B:167
—. Military History. Tactics, small unit. 1914-74. 22B:95
Infantry Corps, 121st. Belorussia (Mogilev). Operation Bagration. Smurnov, D. (memoir). USSR. World War II. 1944. 24B:2761
Infantry division, 1st. Army. Poland. World War II. 1943-45. 24B:4875
Infantry Division, 322d. Dnieper River. Lashchenko, Pëtr (memoir). USSR. World War II. 1943-44. 23B:5320
Infantry, light. France. Military History. 1837-. 22B:4396
Infantry, motorized. Army. Germany, East. 1960-65. 25B:6776
Infantry Regiment, 60th. Army. France. 17c-20c. 25B:6313
Infants. Agricultural Labor. Hungary (Borsod). Mortality. Social Classes. 1931-35. 25B:2166

---> A Useful Tip <---

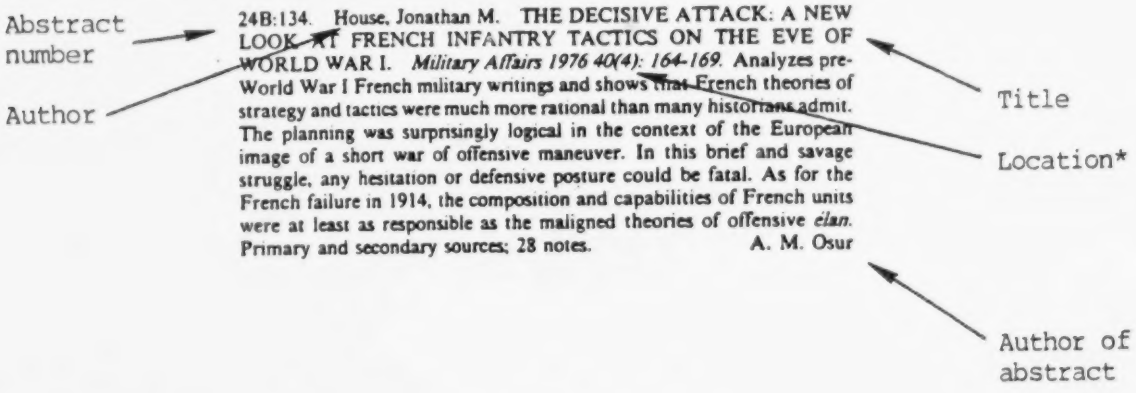
HA's subject index is "rotated." Several words or phrases ("descriptors") are assigned to each indexed item. The same abstract number will appear under each descriptor in several places in the index as its string of descriptors is rotated. In the example above, item 24B:134 can also be found under "France," "Military Strategy," "Tactics," and "World War I." Paying attention to other descriptors assigned to an abstract may help you broaden or narrow your search.

* Item 24B:134 is abstract number 134 in Volume 24 of Part B.

CONTINUED ------>

---> Copy the Entries for Relevant Articles <---

After you have listed one or several abstract numbers, turn to Part B and consult the abstracts. Here is an example:


Abstract number
Author
24B:134. House, Jonathan M. THE DECISIVE ATTACK: A NEW LOOK AT FRENCH INFANTRY TACTICS ON THE EVE OF WORLD WAR I. *Military Affairs 1976 40(4): 164-169.* Analyzes pre-World War I French military writings and shows that French theories of strategy and tactics were much more rational than many historians admit. The planning was surprisingly logical in the context of the European image of a short war of offensive maneuver. In this brief and savage struggle, any hesitation or defensive posture could be fatal. As for the French failure in 1914, the composition and capabilities of French units were at least as responsible as the maligned theories of offensive *elan*. Primary and secondary sources; 28 notes. A. M. Osur
Title
Location*
Author of abstract

The purpose of the abstract is to permit quick assessment of whether or not the original work suits your research needs. The next step is finding the article on which the abstract is based.

How Do I Locate Articles and Books?

Only some of the books and journals covered in HA will be in the Undergraduate Library. To locate journal articles, consult the Library's UNION LIST OF SERIALS--look for the sign and the microfiche machines near the card catalog. The UNION LIST supplies holdings and location information for journals in all the University at Buffalo Libraries. Lockwood Library has a UNION CATALOG of all the books in the UB Libraries.

---> More Tips <---

Near the front of each issue of Part A and Part B there is a list of abbreviations and a helpful User's Guide.

For additional advice on how Historical Abstracts works, read the User's Guide, or ask the librarian at the Reference/Information Desk.

* The article abstracted here was published in Military Affairs in 1976, volume 40, number 4, pages 164-169.

USING THE INDEX TO PERIODICAL ARTICLES BY AND ABOUT BLACKS

What Does It Cover?

The Index to Periodical Articles By and About Blacks (IPAB) is an index to articles published in over 35 magazines and journals specializing in Afro-American topics. The full list of periodicals covered (which changes over time) is printed at the beginning of each volume. It is important to keep in mind that, despite its title, IPAB covers only articles published in black periodicals.

IPAB has been published annually since 1973. Its predecessors were titled Index to Selected Periodicals (Received in the Hallie Q. Brown Library), 1950-59, and Index to Periodical Articles By and About Negroes, 1960-70. IPAB has a publication lag of about three years; the recent volume issued in 1986 indexes articles which appeared in 1983.

Sample Index Entries

Murphy, Larry

I Wouldn't Take Nothin For My Journey: Two Centuries Of An Afro American Minister's Family. Book review. *National Medical Association Journal*. 75: 1232-1234 (Dec 83)

Murray, Barbara (about)

Essence Women: Barbara Murray. Illustrated. Ken Smikle. *Essence*. 14: 56 (Jun 83)

Museums

A Browser's Guide To Black-American Museums. Illustrated. Andrea Kirsten Mullen. *Black Enterprise*. 13: 266+ (Jun 83)

See Also Historical Museums—Maryland

Music

See Also Concerts
Jazz Music
Operas

Music And Morals

Music. Illustrated. Stephanie Renfrow Hamilton. *Essence*. 13: 18 (Feb 83)

Music Conductors

See Conductors (Music)

Subject entries

Location*

See Also References

See Reference

To locate an article that interests you, first see if the periodical is in the Undergraduate Library collection. (A list may be posted near the IPAB.) Consult the Library's UNION LIST OF SERIALS on microfiche for other UB locations of periodicals. (The microfiche machines are near the card catalog.) For additional help, read the introductory paragraphs in IPAB, or ask the librarian at the Information/Reference Desk.

* The illustrated article "A Browser's Guide to Black-American Museums", by Andrea Kirsten Mullen, was published in Black Enterprise, volume 13, June 1983, on pages 266 and following.

What Is It?

The International Index to Periodicals, 1907-1964, continued as the Social Sciences & Humanities Index, 1964-1974, is a subject and author index to articles published in specialist magazines and journals not already indexed in the Reader's Guide. The list of indexed periodicals, which changed over time, is printed at the beginning of each volume of the index. An initial cumulated volume covering 1907-1915 indexed 74 journals. By 1974 the number had grown to about 200, despite the transfer of many titles to other, more specialized, indexes. In 1974 the Social Sciences & Humanities Index was divided into separate Social Sciences and Humanities indexes. The predecessor of the International Index to Periodicals was Poole's Index to Periodical Literature.

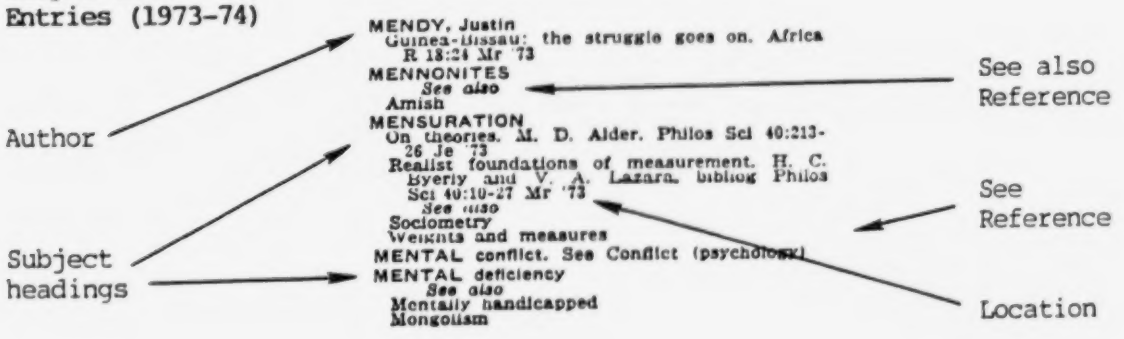
What Does it Cover?

Topics covered are diverse, and the basic subject areas of the final volumes include anthropology, archaeology, area studies, classical studies, economics, geography, history, language and literature, philosophy, political science, religion, and sociology. Earlier volumes of the International Index, produced when fewer specialized indexes had begun publication, were even broader in scope.

How Do I Use It?

Author entries are sometimes useful, when you are seeking a known item. More often, you will be interested in finding articles and other material by searching under relevant subjects. The International Index uses a system of subjects and subheadings with numerous "See" references (for equivalent terms) and "See also" references (for related terms).

Sample Index Entries (1973-74)



How Do I Find the Sources?

To locate an article that interests you, first consult the list of periodical abbreviations found at the beginning of the index, then look up the periodical in the Library's UNION LIST OF SERIALS--find the sign and the microfiche machines near the card catalog. The UNION LIST supplies holdings and location information for journals in all the UB Libraries. For additional help, read the Prefatory Note at the beginning of each Index volume. Also, feel free to ask the librarian at the Reference/Information Desk for advice.

What Does It Cover?

Originally called the Journal of Economic Abstracts (1963-68), the Journal of Economic Literature (JEL) is a quarterly which offers a guide to books and articles on economics in English. The titles of non-English articles "having no English explanation" are not included in JEL's abstract or subject index sections, but are listed among its contents of current periodicals. A very few foreign-language books are annotated.

How Is It Arranged?

Each issue of the JEL is divided into major sections. The first two, Articles and Book Reviews, contain new articles and review essays on new books, much like any other scholarly journal.

The next two sections, New Books: An Annotated Listing, and Current Periodicals, form the bulk of the JEL. Together, they supply comprehensive access to the economic literature. They are subdivided in this fashion:

New Books: An Annotated Listing

o Classification System for Books

- JEL supplies a table showing its subject classification system. For example, books on "Agriculture; Natural Resources" are listed in a section numbered 700, with subdivisions on "710 Agriculture, 720 Natural resources," and "730 Economic geography."

o Annotated Listing of New Books

- The Annotated Listing is arranged according to the classification system. Each new books is listed with publication information and an annotation, which is not a review, but a nonevaluative abstract.

Current Periodicals

o Contents of Current Periodicals

- Listings of the articles carried in the world periodical literature, arranged alphabetically by author for each periodical. Articles abstracted in JEL are marked with a bullet.

o Classification System for Articles and Abstracts

- Here, the subject classification system outlined under Classification System for Books is more fully developed.

CONTINUED ------->>

o Subject Index of Articles in Current Periodicals

- Not an index arranged alphabetically by subject entry (the most common type of index), but a classified index. Relevant articles must be found within the subject areas defined by the classification system.

o Selected Abstracts

- Not all articles are abstracted, hence these are "selected." An abstract is a brief summary; in JEL there is a strict limit of 100 words. The abstracts are written by the authors of the articles, with minimal editing.

o Doctoral Dissertations in Economics

o Index of Authors of Articles in the Subject Index

The December issue (No. 4) for each year contains a General Index and an index to the Annotated Listing of New Books for the entire volume.

How Do I Use It?

The author entries in the JEL indexes are sometimes useful, when you are seeking a known item. More commonly, you will be interested in finding articles and other material by searching under relevant subjects.

First, determine where your topic fits within JEL's numerical classification system. Next, scan the relevant sections of the Annotated Listing (for books) and of the Subject Index and Selected Abstracts (for articles).

How Do I Find the Sources?

To locate journal articles, consult the Library's UNION LIST OF SERIALS--look for the sign and the microfiche machines near the card catalog. The UNION LIST supplies holdings and location information for journals in all the UB Libraries.

For additional help, read the explanatory notes at the beginning of the sections of the JEL, or ask the librarian at the Reference/Information Desk.

What Subjects Does It Cover?

The New York Times Index (NYTI) covers persons and events which appear in each day's Late City Edition of the newspaper, and in the Sunday Edition as well. The New York Times is America's principal "newspaper of record." It devotes at least as much news space to national and international developments as it does to state and local topics. In addition to supplying political and social news, the New York Times is strong on biographical, cultural, and business and economic coverage.

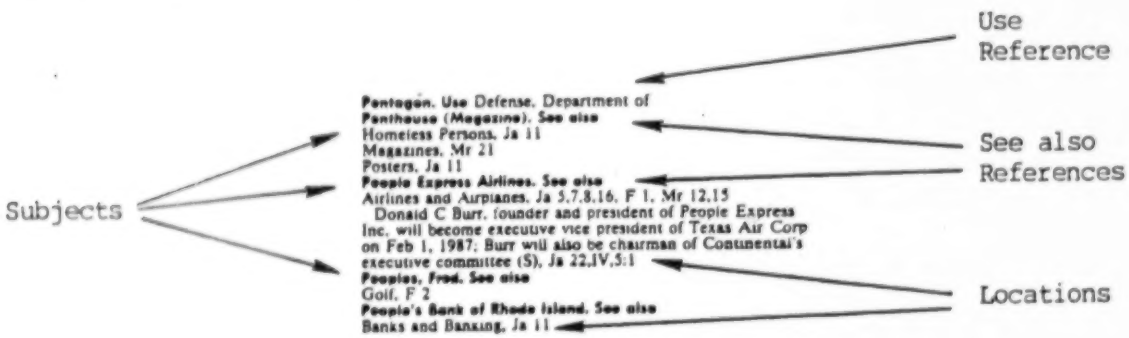
How Do I Use It?

Headings and subheadings are arranged alphabetically by subject. Entries for news items are arranged chronologically under the headings. There is a helpful synopsis (short summary) for each entry, and, since 1974, a length code: (S) for short items of less than a half-column, (M) for medium stories up to two columns, and (L) for long articles more than two columns.

Understanding the Cross-Reference System

The use of cross-references in the NYTI is peculiar. The majority of entries include a "See also."

Sample NYTI Entries, from January-March, 1987


Use Reference
See also References
Locations
Subjects
Pentagon. Use Defense, Department of
Penthouse (Magazine). See also
Homeless Persons, Ja 11
Magazines, Mr 21
Posters, Ja 11
People Express Airlines. See also
Airlines and Airplanes, Ja 5,7,8,16, F 1, Mr 12,15
Donald C Burr, founder and president of People Express Inc, will become executive vice president of Texas Air Corp on Feb 1, 1987; Burr will also be chairman of Continental's executive committee (S), Ja 22,IV,5:1
Peoples, Fred. See also
Golf, F 2
People's Bank of Rhode Island. See also
Banks and Banking, Ja 11

The NYTI uses the phrase, "See also," not only to guide the reader to related headings, but also to identify specific entries. The entry "Banks and Banking, Ja 11" is found listed in complete form under the subject heading "Banks and Banking":

> People's Bank of Rhode Island sent out 66,770 checks worth $25 million to bank's depositors following bank's takeover by Hartford National Corp of Connecticut for $55 million; People's Bank agreed that $25 million of price belonged to depositors (S), Ja 11,I,26:2

CONTINUED——→

Finding the Story

> People's Bank of Rhode Island sent out 66,770 checks worth $25 million to bank's depositors following bank's takeover by Hartford Nationa. Corp of Connecticut for $55 million; People's Bank agreed that $25 million of price belonged to depositors (S), Ja 11,I,26:2

In the example, the short news item is found in the New York Times on January 11 (1987), in Section I, on page 26, and in column 2. It is important to write down all of this information to find stories successfully.

Using the NYTI for Historical Research

The NYTI is an outstanding historical source. Volumes since 1934 are in the Undergraduate Library, and volumes since 1851 (the beginning date) are available in the Government Documents and Microforms Department of Lockwood Library.

Newspaper Availability

Unfortunately, because of exorbitant prices, the Undergraduate Library does not have microfilm for the back issues of the New York Times. The microfilm is available in the Government Documents and Microforms Department of Lockwood Library. The UGL does have microfilm for the Buffalo News since 1983, and some weekly journals which cover earlier years. Keep in mind that the NYTI is sometimes useful as an index to dates when persons and events were newsworthy, making it possible to find coverage in other periodicals.

What Subjects Does It Cover?

The Public Affairs Information Service (PAIS) Bulletin is an index which covers contemporary public issues. It indexes publications on economics and business, social conditions, political science, public administration, and international relations. PAIS emphasizes factual and statistical information. PAIS began publication in 1915, and so it is useful for both older and current information.

What Does It Index?

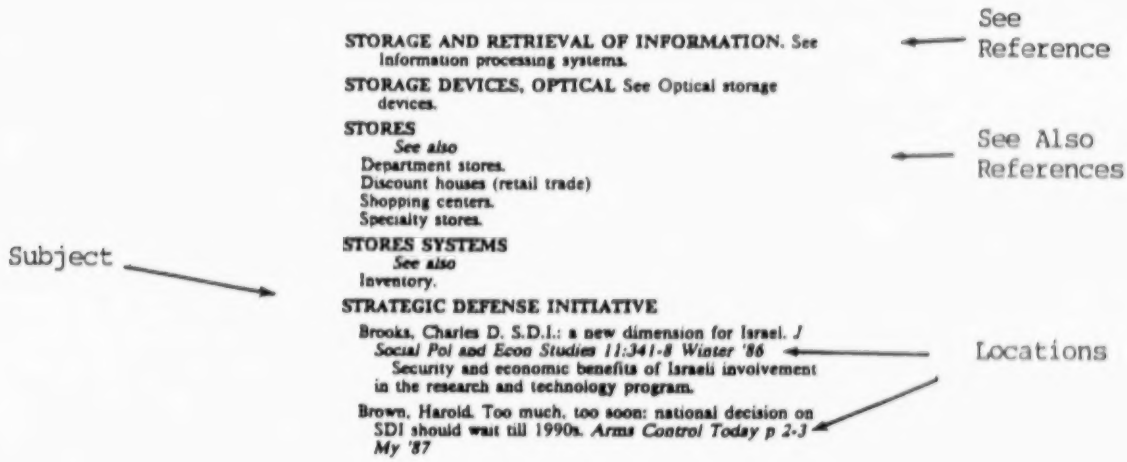
PAIS is unusual for the variety of materials it indexes. These include articles from about 1400 magazines and journals (which are indexed selectively), books (policy, reference, and statistical works are emphasized), and government publications. PAIS covers both U.S. and foreign material in English. [There is a separate PAIS Foreign Language Index, not in the Undergraduate Library, which indexes material in European languages.]

How Do I Use It?

---> First, Look Under the Subjects of Interest to You <---

PAIS is a subject index, organized with a system of consistent subject headings and sub-headings. Elaborate "See" references (for equivalent terms) and "See also" references (for related terms) help you navigate through its broad coverage of public policy issues. Checking several possible subject headings will improve your results.

Sample Bulletin Entries

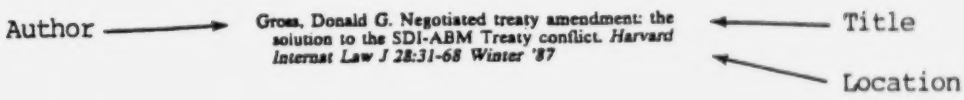

See Reference
See Also References
Subject
Locations
STORAGE AND RETRIEVAL OF INFORMATION. See Information processing systems.
STORAGE DEVICES, OPTICAL See Optical storage devices.
STORES
See also
Department stores.
Discount houses (retail trade)
Shopping centers.
Specialty stores.
STORES SYSTEMS
See also
Inventory.
STRATEGIC DEFENSE INITIATIVE
Brooks, Charles D. S.D.I.: a new dimension for Israel. J Social Pol and Econ Studies 11:341-8 Winter '86
Security and economic benefits of Israeli involvement in the research and technology program.
Brown, Harold. Too much, too soon: national decision on SDI should wait till 1990s. Arms Control Today p 2-3 My '87

CONTINUED---->

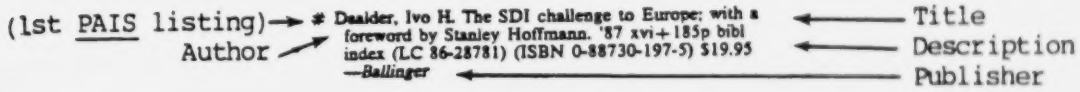
---> Next, Copy Down Entries That Interest You <---

Since PAIS indexes several kinds of publications, different formats for locating material (kinds of citations) are used.

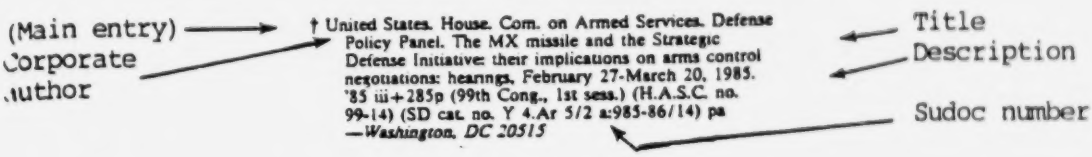
For example, the entry for an article from a periodical may look like this:


Author
Gross, Donald G. Negotiated treaty amendment: the solution to the SDI-ABM Treaty conflict. *Harvard Internat Law J 28:31-68 Winter '87*
Title
Location

A book entry looks like this:


(1st PAIS listing)
Author
Daalder, Ivo H. The SDI challenge to Europe; with a foreword by Stanley Hoffmann. '87 xvi+185p bibl index (LC 86-28781) (ISBN 0-88730-197-5) $19.95
—*Ballinger*
Title
Description
Publisher

And the entry for a government report looks like this:


(Main entry)
Corporate author
† United States. House. Com. on Armed Services. Defense Policy Panel. The MX missile and the Strategic Defense Initiative: their implications on arms control negotiations: hearings, February 27-March 20, 1985. '85 iii+285p (99th Cong., 1st sess.) (H.A.S.C. no. 99-14) (SD cat. no. Y 4.Ar 5/2 a:985-86/14) pa
—*Washington, DC 20515*
Title
Description
Sudoc number

How Do I Locate Publications?

To locate journal articles, consult the Library's UNION LIST OF SERIALS--look for the sign and the microfiche machines near the card catalog. The UNION LIST supplies holdings and location information for journals in all the UB Libraries. To locate books, use the card catalog. The UGL's collection is small, and you may need to use Lockwood Library to find specialized works. Most government publications are in the Documents and Microforms Department of Lockwood.

PAIS Special Codes

PAIS uses special identifying codes with certain entries. Three of the most common are:

\# Books not listed in previous Bulletins
* Main entry for free material
† Main entry for priced material

Other symbols, and PAIS special abbreviations, are listed near the beginning of each Bulletin. There is also a Key to Periodical References, which not only explains abbreviations of the names of periodicals, but also supplies publication information.

Additional Help

For additional advice on the Public Affairs Information Service Bulletin, read the introductory paragraphs contained in each issue, or ask the librarian at the Reference/Information Desk.

What Does It Cover?

Psychological Abstracts locates and summarizes information on psychology and many related disciplines. Each monthly issue of Psychological Abstracts contains abstracts (summaries) of several thousand articles, books, and reports. The abstracts are grouped in subject areas and assigned serial numbers; each year the publisher begins a new series. Each monthly issue contains its own index, but users most often consult the large, cumulated, annual indexes. Psychological Abstracts has been published since 1927.

How Do I Use It?

---> First, Look Under the Subjects of Interest to You <---

The Psychological Abstracts Subject Index is a list of subjects with abstract entries for the period covered by the index. Suppose you were interested in recent publications on parapsychology and extrasensory perception. Looking in the Subject Index for 1985, under "Parapsychology" you will find not only a list of relevant abstracts, but also the instruction, "See Also Clairvoyance, Extrasensory Perception, Parapsychological Phenomena, Precognition, Psychokinesis, Telepathy." Checking related topics often improves your results, since not all entries listed as works on "Clairvoyance" (for example) appear under "Parapsychology," or vice versa.

Sometimes your search for a subject heading yields a simple "see" reference. Example: "Telekinesis (See Psychokinesis)." The Psychological Abstracts Subject Index treats these as equivalent terms, and abstracts on the subject are listed under "Psychokinesis."

---> Next, Copy the Entries for Relevant Articles <---

Suppose you determine that articles on the existence of "Clairvoyance" interest you. Here is a section of the 1985 Subject Index:

Subject ——→ **Clairvoyance [See Also Precognition]** ←—— Related topic

beliefs regarding existence & appropriateness of research concerning ESP & performance on clairvoyance task, college students, 8288 ←—— Abstract number

clairvoyance & telepathy & survival after death & work of R. H. Thouless, 24091

diametric paranormal perception of most frequent card in 5 card decks, 26868

false pretense & deviant exploitation, non-Gypsy fortune-tellers, 1507

multidimensional space-time Fourier transform model of sensory & clairvoyant realities, 11

psi-missing displacement effect in general extrasensory perception vs clairvoyance vs precognition tasks, college students, 18917

relaxation & suggestion procedure with vs without music vs music alone, scores in forced choice test of clairvoyance, 17–50 yr olds, 13416

CONTINUED——→

Abstract numbers, found at the end of each index entry, are serial numbers used to identify abstracts. Copy down the numbers of relevant abstracts, then locate them in the issues of Psychological Abstracts for the period covered by the index.

---> Look at the Abstracts <---

The article abstract on "beliefs regarding existence & appropriateness of research concerning ESP & performance on clairvoyance task, college students," identified in the Subject Index 1985 as #8288, looks like this:

SAMPLE ABSTRACT (April 1985)

8288. **Johnson, Robert D. & Jones, Craig H. (Arkansas State U, State University) Attitudes toward the existence and scientific investigation of extrasensory perception.** *Journal of Psychology,* 1984(May), Vol 117(1), 19–22. —Attempted to identify a possible* delimiting condition of ESP by examining the relationship among 261 college students' beliefs regarding the existence of ESP, their beliefs concerning the appropriateness of the scientific investigation of ESP, and their performance on a clairvoyance task. Ss completed a 13-item questionnaire concerning their beliefs in supernatural phenomena. It was predicted that Ss' beliefs regarding the existence of ESP would interact with their beliefs concerning the appropriateness of scientific research so that Ss who believed in ESP would score significantly above chance on the clairvoyance task and Ss who did not believe in ESP would score significantly below chance only when they believed scientific research on ESP was appropriate. When scientific research was believed to be inappropriate, Ss were predicted to score at chance levels regardless of their beliefs regarding the existence of ESP. No evidence was found to support this hypothesis or the existence of ESP. (4 ref) —*Journal abstract.*

Authors

Title

Location*

The purpose of the abstract is to permit quick assessment of whether or not the original work suits your research needs. The next step is finding the article (or book, or report) on which the abstract is based.

How Do I Locate Articles?

To locate journal articles, consult the Library's UNION LIST OF SERIALS--look for the sign and the microfiche machines near the card catalog. The UNION LIST supplies holdings and location information for journals in all the UB Libraries.

---> More Tips <---

To refine selection of subjects, the Thesaurus of Psychological Index Terms may be useful.

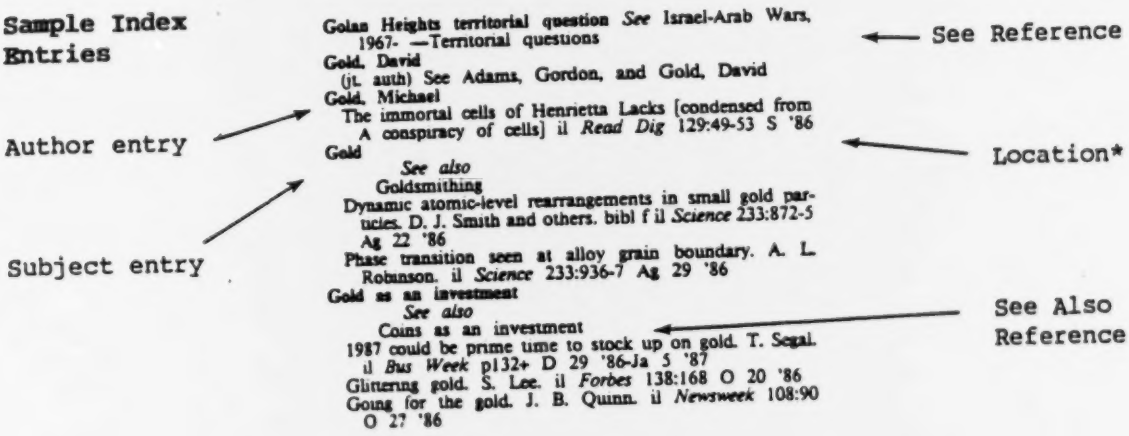
For additional advice on how Psychological Abstracts works, read the introductory paragraphs contained in each issue, or ask the librarian at the Reference/Information Desk.

* The article abstracted here is found in the issue of the Journal of Psychology published May 1984, Volume 117, Number 1, and is contained in pages 19 to 22.

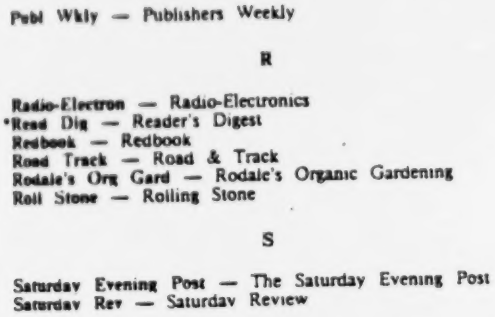
What Does It Cover?

The Readers' Guide is an index containing titles and authors of articles published in about 180 popular magazines and journals. The full list of periodicals covered (which changes over time) is printed at the beginning of each issue. Readers' Guide is issued twice a month and is available from 1900 to the present, so it is valuable for both current and older information.

Sample Index Entries


Golan Heights territorial question See Israel-Arab Wars, 1967- —Territorial questions
Gold, David
(jt. auth) See Adams, Gordon, and Gold, David
Gold, Michael
The immortal cells of Henrietta Lacks [condensed from A conspiracy of cells] il Read Dig 129:49-53 S '86
Gold
See also
Goldsmithing
Dynamic atomic-level rearrangements in small gold particles. D. J. Smith and others. bibl f il Science 233:872-5 Ag 22 '86
Phase transition seen at alloy grain boundary. A. L. Robinson. il Science 233:936-7 Ag 29 '86
Gold as an investment
See also
Coins as an investment
1987 could be prime time to stock up on gold. T. Segal. il Bus Week p132+ D 29 '86-Ja 5 '87
Glittering gold. S. Lee. il Forbes 138:168 O 20 '86
Going for the gold. J. B. Quinn. il Newsweek 108:90 O 27 '86
Author entry
Subject entry
See Reference
Location*
See Also Reference

To locate an article that interests you, first consult the list of periodical abbreviations found at the beginning of the Readers' Guide.


Publ Wkly — Publishers Weekly
R
Radio-Electron — Radio-Electronics
*Read Dig — Reader's Digest
Redbook — Redbook
Road Track — Road & Track
Rodale's Org Gard — Rodale's Organic Gardening
Roll Stone — Rolling Stone
S
Saturday Evening Post — The Saturday Evening Post
Saturday Rev — Saturday Review
Read Dig means Reader's Digest

See if the periodical is in the Undergraduate Library collection. A list is posted near the Readers' Guides. Consult the Library's UNION LIST OF SERIALS on microfiche for other UB locations of periodicals. (The microfiche machines are near the card catalog.) For additional help, read the introductory paragraphs in Readers' Guides, or ask the librarian at the Information/Reference Desk.

* The article indexed here is found in Reader's Digest, Volume 129, pages 49 to 53, and was published September 1986.

USING THE SOCIAL SCIENCES INDEX

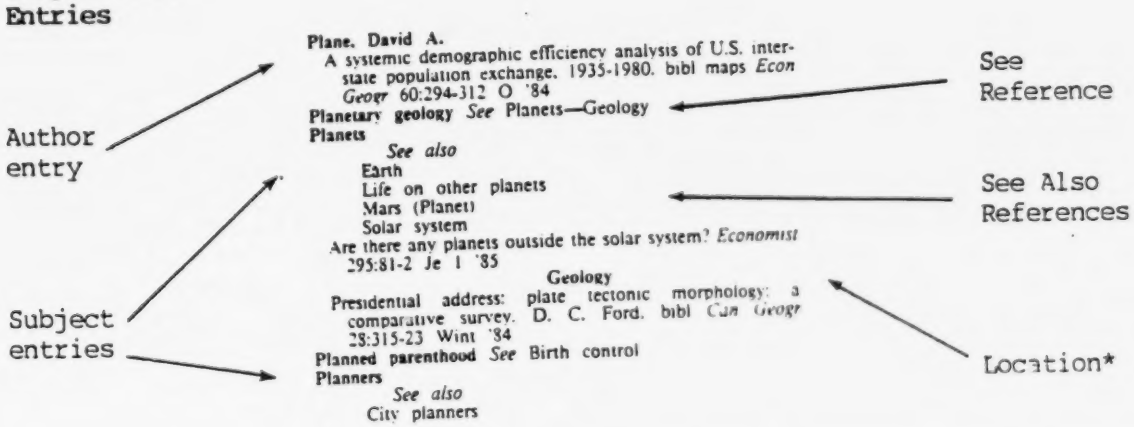
What Does It Cover?

The Social Sciences Index is a subject and author index to articles published in about 300 magazines and journals. The list of indexed periodicals, which changes over time, is printed at the beginning of each issue. Social Sciences Index also has an index to book reviews, published at the end of each issue. Topics covered are very diverse, but the basic subject areas include anthropology, economics, environmental sciences, geography, law and criminology, planning and public administration, political science, psychology, social aspects of medicine, and sociology. Social Sciences Index has been published since 1974, when the Social Sciences and Humanities Index was divided in two.

How Do I Use It?

Author entries are sometimes useful, when you are seeking a known item. More often, you will be interested in finding articles and other material by searching under relevant subjects. Social Sciences Index uses a system of subjects and subheadings with numerous "See" references (for equivalent terms) and "See also" references (for related terms).

Sample Index Entries


Author entry
Subject entries
See Reference
See Also References
Location*
Plane, David A.
A systemic demographic efficiency analysis of U.S. interstate population exchange, 1935-1980. bibl maps Econ Geogr 60:294-312 O '84
Planetary geology See Planets—Geology
Planets
See also
Earth
Life on other planets
Mars (Planet)
Solar system
Are there any planets outside the solar system? Economist 295:81-2 Je 1 '85
Geology
Presidential address: plate tectonic morphology: a comparative survey. D. C. Ford. bibl Can Geogr 28:315-23 Wint '84
Planned parenthood See Birth control
Planners
See also
City planners

How Do I Find the Sources?

To locate an article that interests you, first consult the list of periodical abbreviations found at the beginning of the index, then look up the periodical in the Library's UNION LIST OF SERIALS--find the sign and the microfiche machines near the card catalog. The UNION LIST supplies holdings and location information for journals in all the UB Libraries.

For additional help, read the Prefatory Note at the beginning of the Social Sciences Index. Also, feel free to ask the librarian at the Reference/Information Desk for advice.

* The article "Are There Any Planets Outside the Solar System?" is contained in The Economist, Volume 295, pages 81-82, published June 1, 1985.

What Does It Cover?

Sociological Abstracts locates and summarizes information on sociology and related disciplines. Each issue of Sociological Abstracts, which is published five times a year, contains abstracts (summaries) of about two thousand articles, books, and papers. The abstracts are grouped in subject areas and assigned serial numbers. Sociological Abstracts concentrates on journals in sociology, but sometimes abstracts material of particular interest from other journals. Sociological Abstracts has been published since 1952.

How Do I Use It?

Each issue of Sociological Abstracts contains its own author and subject indexes, but users often consult the cumulative annual indexes.

---> First, Look Under the Subjects of Interest to You <---

Each Sociological Abstracts Subject Index is a list of subjects with abstract entries for the period covered by the index. Since there are very few "see" or "see also" notations in Sociological Abstracts, it is up to you to think of terms related to your topic.

Suppose, for example, you were interested in recent publications on "Child Care." There is such a subject heading in the Subject Index for 1985, but there are also nearby headings on "Child Abuse" and "Childrearing" with longer lists of entries. There are also alphabetically distant headings on "Day Care" and "Parenthood." None of these topics has a "see also" to relate it to the others (although "Child Abuse" does have a "see also Child Neglect"). When using Sociological Abstracts, checking your own list of related topics will improve your results.

---> Copy the Entries for Relevant Articles <---

Suppose you wish to explore the relationship, if any, between unemployment and crime. Here is a section of the 1985 Subject Index:

Subject →

Unemployed/Unemployment
adolescent guestworker unemployment, conflict avoidance; Turks, Germany; O4609
black youth unemployment, US; racism perpetuation, peripheralization; O9618
California Shared Work Unemployment Insurance program, union business agents' role, workers' acceptance/rejection; union reports; O8027
crime rates; unemployment; time-series data; US; 1946-1982; Q2558
crime/unemployment relation, radical/Marxist research normative implications; automation's long-term employment/living standard implications; O8563

Abstract number

CONTINUED--->

Abstract numbers, found at the end of each index entry, are serial numbers used to identify abstracts. Copy down the numbers of relevant abstracts, then locate them in the issues of Sociological Abstracts for the period covered by the index.

---> Look at the Abstracts <---

The article abstract on "crime rates; unemployment; time series data; US; 1946-1982," identified in the Subject Index 1985 as Q2558, appears in Sociological Abstracts this way:

SAMPLE ABSTRACT (December 1985)

Authors →

85Q2558

Cantor, David & Land, Kenneth C., Unemployment and Crime Rates in the Post-World War II United States: A Theoretical and Empirical Analysis, In *American Sociological Review*, 1985, 50, 3, June, 317-332.

¶ Using annual time-series data for the US, 1946-1982, 2 hypotheses were tested: (1) the level of the unemployment rate in any given year will have a negative partial contemporaneous effect on detrended fluctuations (increases or decreases) in 7 Index Crime rates (homicide, rape, aggravated assault, robbery, burglary, larceny-theft, & motor vehicle theft) in that year; (2) unemployment-rate fluctuations from one year to the next will have a positive partial effect on detrended crime-rate fluctuations in the next year. These hypotheses are developed from a theoretical model that identifies the former with a criminal opportunity effect, & the latter with a criminal motivation effect, of aggregate unemployment on crime. For burglary, robbery & larceny-theft, empirical support is found for the expected pattern of partial effects. However, the relative sizes of the effects are such that the total impacts of unemployment—through both partial effects—are negative. In addition, only the negative-levels effect is exhibited for homicide & motor vehicle theft, while rape & aggravated assault show no consistent association with either levels or fluctuations in the unemployment rate. Interpretations for these findings are discussed. 2 Tables, 1 Figure, 75 References. HA

← Title

← Location*

The purpose of the abstract is to permit quick assessment of whether or not the original work suits your research needs. The next step is finding the article on which the abstract is based.

How Do I Locate Articles?

To locate journal articles, consult the Library's UNION LIST OF SERIALS--look for the sign and the microfiche machines near the card catalog. The UNION LIST supplies holdings and location information for journals in all the UB Libraries.

---> More Tips <---

To refine selection of subject headings, the Thesaurus of Sociological Index Terms may be useful.

For additional advice on how Sociological Abstracts works, or for information on special codes and abbreviations, read the introductory paragraphs contained in each issue, or ask the librarian at the Reference/Information Desk.

* The article abstracted here is found in the issue of American Sociological Review published June 1985, Volume 50, Number 3, and is contained in pages 317-332.